

**TEACHER PHONE SCRIPT**  
**I'M JUST CALLING TO CONFIRM PHONE SCRIPT**

Hi, \_\_\_\_\_ (SPEAKER'S NAME) \_\_\_\_\_, this is \_\_\_\_\_ (TEACHER'S NAME) \_\_\_\_\_ from \_\_\_\_\_ (NAME OF SCHOOL) \_\_\_\_\_. I am just calling to say thank you once again for taking the time from your busy schedule to come to our school and speak with our 7<sup>th</sup> graders. I'm also checking to see if you will need any audiovisual equipment like a TV, VCR, OVERHEAD PROJECTOR, COMPUTER, PROJECTOR, etc.

***WRITE DOWN ANY INFORMATION HE/SHE GIVES YOU AND REPEAT IT BACK AS CONFIRMATION.***

Do you have any questions for me? (RESPOND TO QUESTIONS)

***AT THIS TIME, DOUBLE CHECK WITH GUEST SPEAKER TO ENSURE THAT HE/SHE KNOWS HOW TO GET TO THE SCHOOL ALONG. REPEAT WHERE TO PARK AND THE CORRECT TIME TO ARRIVE. LET THE GUEST SPEAKER KNOW THAT YOU WILL HAVE A STUDENT AT THE ENTRANCE TO MEET AND ESCORT HIS/HER TO THE APPROPRIATE LOCATION.***

Again, thank you and I along with my students look forward to meeting you on \_\_\_\_\_ (DATE OF PRESENTATION) \_\_\_\_\_ learning about your career.

***PLEASE REMEMBER THAT THIS IS JUST AN IDEA OF HOW YOU COULD DIRECT THE CONVERSATION. YOU WILL NEED TO ASK QUESTIONS AND RESPOND ACCORDING TO HOW THE CONVERSATION DICTATES.***